


2010 VITA Grant

Grant Program Office
Payment Management Responsibilities

TCE/VITA Grant Orientation Conference
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Grant Program Office


12/1/2009



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Grant Program Office will...

- **Receive and review:**
 - ✓ **Standard Form 1199A, Direct Deposit Form**
 - ✓ **Primary Contact Form**
- **Register grant recipients with Department of Payment Management**
- **Monitor the grant award**
- **Close out awards**
- **Reconcile accounting records to Department of Payment Management information**



12/1/2009

Registering

As stewards of the Grant Program Office, we are responsible for establishing the account on the Payment Management System. To establish the account, we need:

- **New recipients** - completed Standard Form 1199A, Direct Deposit and the Primary Contact Person forms.
- **Returning recipients** – Only required to submit a SF 1199A if changes occur, such as your name, address, account number, financial institution. Submit SF 1199A with the revised information.
- **All recipients must complete the DPM Contact Form and return it to the GPO.**
- Both documents must be provided to the GPO for review and forwarding to Payment Management to complete the registration process. This process generally takes 2 – 3 weeks to complete.

Monitoring

- The GPO will monitor your organizations use of federal funds by reviewing all available information including payment management reports throughout the grant period.
- Grant recipients are expected to immediately refund any unspent funds that the IRS has advanced or paid for the program.

Closing & Reconciling the PMS Account

If you do not expect to use the entire grant award, please contact the GPO as soon as possible to arrange the release of the VITA grant funds.

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Questions??

Please contact the Grant Program Office

Email address:

Grant.Program.Office@irs.gov

Telephone number:

(404) 338-7894

